

# **BROOKINGS COUNTY COMMISSION MEETING**

**Tuesday, January 8, 2008**

The Brookings County Board of County Commissioners met in regular session on Tuesday, January 8, 2008, with the following members present: Dennis Falken, Emil Klavetter, Donald Larson, Mary Negstad, and Deanna Santema.

## **CALL TO ORDER**

Having completed the old business for 2007, Chairperson Klavetter called the meeting to order.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

## **REORGANIZATION OF THE BOARD OF COUNTY COMMISSIONERS**

Brookings County Auditor, Janet Willmott entertained a motion to elect a Chairperson for the Brookings County Board of County Commissioners for the year 2008.

Motion by Negstad, seconded by Klavetter, to nominate Deanna Santema as Chairperson for the Brookings County Board of County Commissioners for the year 2008. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye," Klavetter "Aye." Motion Carried.

Motion by Klavetter, seconded by Falken, to nominate Mary Negstad as Vice-Chairperson for the Brookings County Board of County Commissioners for the year 2008. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Falken "Aye," Larson "Aye," Santema "Aye." Motion Carried.

## **CONSENT AGENDA**

Chairperson Santema declared the Consent Agenda approved with no objection from the board. The Consent Agenda consisted of the agenda for the January 8, 2008 Commission Meeting, and the minutes from the December 28, 2007 Commission Meeting.

Welfare Matters: Case #07-103 for Avera McKennan was Denied; Case #07-010A for Rent was Approved; Case #07-123 for a County Burial was Approved; Case #07-116 for Brookings Hospital was Denied; Case #07-027 for Utilities was Denied; Case #07-003 for Avera McKennan was Denied.

Travel/Education: Rose Stee to go to Sioux Falls, SD to prepare 4-H Judging Kits on January 7, 2008; Joyce Dragseth to attend the SDAAO Executive Board & Legislative Committee meetings in Pierre, SD on January 9, 2008; Laurie Tangen to attend the University Week for Women Committee Board meeting in Sioux Falls, SD on January 9, 2008; Charles Umberger to attend the Child Passenger Safety Technician Course in

Brookings, SD from January 21-23, 2008; Jon Pike to attend a Transportation Safety conference in Pierre, SD from February 19-20, 2008.

### **ROUTINE BUSINESS**

Motion by Falken, seconded by Negstad to approve the following claims. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Falken "Aye," Larson "Aye," Santema "Aye." Motion Carried.

DEN-WIL INC, RENTAL/COMM. HEALTH \$835.00; SD DEPT OF TRANSPORTATION, TRAVEL & CONFERENCE \$30.00; FIRST DISTRICT ASSOC., OTHERS \$7577.25; IAAO, PROFESSIONAL SERV. & FEES \$175.00; IPMA-HR, PROFESSIONAL SERV. & FEES \$145.00; INT'L CODE COUNCIL INC., SUPPLIES & MATERIALS \$100.00; INTERSTATE TELECOM. COOP, DATABASE SERVICE-ITC \$713.45; JOHNSON CONTROLS, REPAIRS AND MAINTENANCE \$26258.00; KBRK AM/FM, PUBLIC RELATIONS \$325.00; LYLE SIGNS, INC., SUPPLIES & MATERIALS \$146.89; MIDWEST ALARM CO, REPAIRS AND MAINTENANCE \$258.00; NACA ATTN: ICMA, PROFESSIONAL SERV. & FEES \$75.00; NACO, PROFESSIONAL SERV. & FEES \$587.00; NACRC, TRAVEL & CONFERENCE \$135.00; NAT'L DIST. ATT'Y ASSOC., PROFESSIONAL SERV. & FEES \$240.00; OTIS ELEVATOR COMPANY, REPAIRS AND MAINTENANCE \$4346.91; POSTMASTER, POSTAGE REIMBURSEMENT FRO \$300.00; SDAAO, PROFESSIONAL SERV. & FEES \$275.00; SDACO, PROFESSIONAL SERV. & FEES \$2500.40; SD HUMAN RESOURCE ASSOC, PROFESSIONAL SERV. & FEES \$25.00; SD STATE'S ATT'Y ASSOC., PROFESSIONAL SERV. & FEES \$525.00; SDML WORKERS' COMP FUND, WORKMEN'S COMP \$67911.00; STATE BAR OF SOUTH DAKOTA, PROFESSIONAL SERV. & FEES \$830.00; TUFTS UNIVERSITY, SUPPLIES & MATERIALS \$28.00.

Deputy Auditor, Krista Spence presented the board with the Auditor's Report.

Be it noted, Chairperson Santema signed claims for the following —AFLAC, insurance \$2,494.92; Avesis Incorporated, vision insurance \$1,146.89; Garnishment \$776.92; Office of Child Support Enforcement, child support \$1,271.00; Delta Dental, insurance \$3,114.60; Flex One, unreimbursed medical \$1,791.60; Fort Dearborn Life, voluntary life insurance \$648.10; Fort Dearborn Life, basic life insurance \$393.95; Local Teamsters, union dues \$803.00; SDRS, retirement \$34,576.02; SDRS Supplemental, retirement \$1,555.00; EFTPS \$67,071.67; Wellmark Blue Cross, insurance \$57,098.79.

Be it noted, Chairperson Santema authorized the motor vehicle payment to the Department of Revenue for December 2007.

### **REGULAR BUSINESS**

Motion by Klavetter, seconded by Negstad to approve and authorize Chairperson Santema to sign the State and Local Agreement Quarterly Activity Report for 1<sup>st</sup> Quarter for FY 2008. Emergency Management Director, Todd Struwe presented the information in the State and Local Agreement (SLA). Roll Call Vote: Roll Call Vote: Klavetter "Aye," Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion Carried.

Be it noted, Chairperson Santema signed personnel action notices for Todd Struwe and David Swisher for submission to the SD Office of Emergency Management as part of the SLA.

Director of Equalization, Joyce Dragseth presented the board with the 2008 Assessment plan.

### **PUBLIC HEARING**

As scheduled, at 9:00am a public hearing was held for the Second Reading on Ordinance #2008-1: An Ordinance Providing for the Adoption of the 2006 International Building Code and 2006 International Residential Code. Chairperson Santema opened the public hearing and called for comments from both proponents and opponents, no public was present. Planning & Zoning Director, Robert Hill discussed the ordinance. Chairperson Santema closed the public hearing.

Motion by Falken, seconded by Negstad to approve and authorize Chairperson Santema to sign Ordinance #2008-1: An Ordinance Providing for the Adoption of the 2006 International Building Code and 2006 International Residential Code. Roll Call Vote: Falken "Aye," Larson "Aye," Negstad "Aye," Klavetter "Aye," Santema "Aye." Motion Carried.

Motion by Falken, seconded by Negstad to authorize the County Treasurer to issue distress warrants to be given to the Sheriff's Office to collect unpaid taxes according to SDCL 10-22-31. County Treasurer, Vicki Buseth presented the list to the board. Roll Call Vote: Larson "Aye," Negstad "Aye," Klavetter "Aye," Falken "Aye," Santema "Aye." Motion Carried.

### **ANNUAL BUSINESS**

Motion by Klavetter, seconded by Negstad to approve and authorize Chairperson Santema to sign Resolution #08-01. A Resolution approving the 2008 Brookings County Compensation Plan. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Falken "Aye," Larson "Aye," Santema "Aye." Motion Carried.

### **RESOLUTION NO. 08-01**

#### **A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2008.**

Be it resolved, by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year of 2008 to become effective January 1, 2008.

Passed and approved this 8<sup>th</sup> day of January 2008.

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Deanna L. Santema  
Chairperson, County Commissioner

ATTEST:

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County Auditor

<b><u>Auditor's Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Auditor	1	E-11
Deputy Auditor	1	N-6
Accounts Payable	1	N-5
Elections Supervisor	.5	N-f (Step I & Step II Only)
<b><u>Commission/Human Resources</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Commission /Human Resource Director	1	E-13
County Commissioners	2.5 (5 @ .5)	Non-Graded Position
Deputy Director	1	N-8
GIS Coordinator	1	N-10
<b><u>County Extension</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Extension Secretary	1	N-3
Office Manager	1	N-5
<b><u>County Health</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Health Care Clerk	1	N-4
WIC Secretary	1	N-3
<b><u>Emergency Management</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Director	1	E-11
Deputy Director	1	N-6
<b><u>Equalization Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Director	1	E-11
Deputy Director	1	N-9
Appraiser II	3	N-6
Appraiser I	0	N-5
Clerk II	2	N-3
<b><u>Highway Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Superintendent	1	E-13
Assistant Superintendent	1	E-10
Office Manager	1	N-5
Road Foreman	1	N-8
Shop Foreman/Mechanic	1	N-7
Equipment Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Equipment Operator	5	N-5
Truck Driver	.5-Split Employee	N-3
<b><u>Maintenance Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Sr. Maintenance Worker	0	N-4
General Maintenance Worker	2	N-3
<b><u>Planning, Zoning, &amp; Drainage</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Director	1	E-11
Office Manager	1	N-5

<b><u>Register of Deeds</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Register of Deeds	1	E-11
Deputy	1	N-6
2 <sup>nd</sup> Deputy	1	N-3
<b><u>Sheriff's Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Sheriff	1	E-15
Assistant Sheriff	1	E-12
Jail Administrator	1	E-11
Deputy- Sergeant	2	N-9
Deputy	6	N-8
Corrections Sergeant	1	N-6
Correctional Officer	6	N-5
Office Manager	1	N-5
Computer Technician	1	N-5
PT Deputy Sheriff	1 (2 @ .5)	N-8 (Step 1 & Step 2 Only)
PT Correctional Officers	6 (12 @ .5)	N-5 (Step 1 & Step 2 Only)
<b>Detention Center Nurse</b>	<b>.25</b>	<b>Non-Graded Position</b>
<b>Detention Center Dietician</b>	<b>.25</b>	<b>Non-Graded Position</b>
Jail Greeter	.50	Non-Graded Position
<b><u>State's Attorney</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
State's Attorney	1	E-19
Deputy State's Attorney	1	E-17
Legal Office Administrator	1	N-7
Victims/Witness / Legal Assistant	1	N-7
Office Assistant	1	N-3
<b><u>Treasurer's Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Treasurer	1	E-11
Deputy Treasurer	1	N-6
2 <sup>nd</sup> Deputy Treasurer	3	N-3
<b><u>Veteran's/Welfare Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Director	1	E-12
Deputy Director	1	N-6
<b><u>Weed Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Supervisor	1	E-7
PT Weed Enforcement & Bio Control Officer	.5	N-4 (Step 1 & Step 2 Only)
PT Weed Control Specialist	2.5 (5 @ .5)	N-3 (Step 1 & Step 2 Only)
PT Office Assistant	.5	N-3 (Step 1 & Step 2 Only)
Truck Driver	.5-Split Employee	N-3

*\*\* Non-exempt employees will be placed appropriately in the step accordingly to his/her current hire date or promotion date.*

N= Non-Exempt Position  
E= Exempt Position

Motion by Klavetter, seconded by Negstad to approve and authorize Chairperson Santema to sign Resolution #08-02: A resolution setting the wages for election workers in 2008. Roll Call Vote: Klavetter "Aye," Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion Carried.

**RESOLUTION NO. #08-02**

WHEREAS, it will be necessary to appoint election officials in 2008, and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the Board of County Commissioners at its first meeting of the year.

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners, that for the year 2008, election officials shall be paid as follows:

Precinct Deputy	\$10.00 per hour
Precinct Superintendent	\$10.50 per hour
Election School Attendance	\$15.00

Dated this 8<sup>th</sup> day of January 2008.

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Deanna L. Santema  
Chairperson  
Brookings County Commission

ATTEST:

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Janet K. Willmott  
Brookings County Auditor

Motion by Larson, seconded by Negstad to approve and authorize Chairperson Santema to sign Resolution #08-03: A resolution setting the meeting pay and per diem rates for county volunteer boards. Commissioner Larson called for the question. Commissioner Larson rescinded the call for the question. Roll Call Vote: Falken "Aye," Larson "Aye," Negstad "Aye," Klavetter "Aye," Santema "Aye." Motion Carried.

**RESOLUTION NO. 08-03**

**A RESOLUTION SETTING MEETING PAY AND PER DIEM RATES FOR VOLUNTEER COUNTY BOARDS  
FOR 2008.**

Be it resolved, by the governing body of Brookings County, South Dakota:

That the official meeting pay and per diem rates are in effective for the year 2008 to become effective January 1, 2008.

**Meeting Pay:**

Extension Board Members \$25 per meeting  
Weed Board Members \$35 per meeting  
Zoning Board Members \$50 per meeting.

**Mileage**

Reimbursed according to approved county policy which follows the current state rates.

**Per Diem**

Reimbursed according to approved county policy which follows the current state rates.

Passed and approved this 8<sup>th</sup> of January 2008.

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Deanna L. Santema  
Chairperson, County Commissioner

ATTEST:

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County Auditor

Motion by Falken, seconded by Negstad, to designate the Brookings Register, the Volga Tribune, and the Elkton Record as the legal newspapers for Brookings County for 2008. Roll Call Vote: Larson "Aye," Negstad "Aye," Klavetter "Aye," Falken "Aye," Santema "Aye." Motion Carried.

Motion by Negstad, seconded by Klavetter to designate the official depositories for Brookings County Funds and Monies for 2008 as follows: Richland State Bank, Bankstar Financial, First Bank of White, Citizen State Bank of Sinai, First National Bank of Volga, First Bank & Trust of Brookings, Dacotah Bank, Wells Fargo Bank, Home Federal Bank, and MetaBank. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Falken "Aye," Larson "Aye," Santema "Aye." Motion Carried.

Motion by Klavetter, seconded by Negstad to approve and adopt revisions to Policy 9 (Benefits) of the Brookings County Personnel Manual. Roll Call Vote: Klavetter "Aye," Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion Carried.

Be it noted, Chairperson Santema made the following Board Appointments:

## **2008 Board Appointments**

Deanna Santema Brookings Area Transit Authority

<u>Don Larson</u>	Brookings County Regional Railroad Authority
<u>Dennis Falken</u>	Brookings County Regional Railroad Authority
<u>Emil Klavetter</u>	Brookings Economic development Corporation (BEDC)
<u>Emil Klavetter</u>	Brookings Board of Health
<u>Dennis Falken</u>	Brookings Transportation Board
<u>Dennis Falken</u>	Contract Law Enforcement
<u>Mary Negstad</u>	Domestic Abuse Shelter-Ex-Officio
<u>Mary Negstad</u>	Extension Board Member
<u>Deanna Santema</u>	East Central Mental Health and Chemical Dependency Board
<u>Deanna Santema</u>	East Central Regional Communications Council-Chair
<u>Dennis Falken</u>	East Central Regional Communication Council-Board

Member

<u>Emil Klavetter</u>	First District Association of Local Governments
<u>Don Larson</u>	Governmental Affairs Committee
<u>Don Larson</u>	Growth Partnership Board
<u>Deanna Santema</u>	Housing & Redevelopment Commission – Ex-Officio
<u>Deanna Santema</u>	Housing & Redevelopment Commission – Family Self Sufficiency
<u>Mary Negstad</u>	InterLakes Community Action- Governing Board (ICAP)
<u>Deanna Santema</u>	Local Emergency Planning Committee (LEPC)
<u>Deanna Santema</u>	Swiftel Center Advisory Board
<u>Emil Klavetter</u>	Planning/Zoning Board Member
<u>Dennis Falken</u>	Weed & Pest Board Member
<u>Deanna Santema</u>	Youth & Family Services-Advisory Board for JDC
<u>Joannie Holm</u>	County Coroner
<u>Mike Stoltenburg</u>	Deputy County Coroner

<u>Don Larson</u>	Auditor
<u>Mary Negstad</u>	Community Health, WIC
<u>Deanna Santema</u>	Emergency Management
<u>Mary Negstad</u>	Equalization
<u>Mary Negstad</u>	Extension
<u>Dennis Falken</u>	Highway
<u>Mary Negstad</u>	Register of Deeds
<u>Deanna Santema</u>	Sheriff, Detention Center, Contract Law
<u>Dennis Falken</u>	States Attorney
<u>Don Larson</u>	Treasurer
<u>Dennis Falken</u>	Veteran's Service/Welfare
<u>Dennis Falken</u>	Weed
<u>Emil Klavetter</u>	Zoning/Drainage

Motion by Klavetter, seconded by Negstad to approve appointments to the Brookings County Extension Board for 2008 as proposed by the Extension Office.

Commissioner Klavetter rescinded the motion, Commissioner Negstad rescinded the second. The board agreed by consensus to clarify vacancy information and to advertise vacancies.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss personnel matters, correspondence received, space needs and the retirement open-house for Highway Superintendent Ted Eggebraaten scheduled for January 18, 2008.



Be it noted, the board agreed by consensus not to do a cost analysis of a proposed "green" building at this time.

Be it noted, the board approved the following Personnel Action Notices: New Hire: Brett Graves, Zoning Student Intern \$10.00. Promotion: Michael Aman promoted to Fulltime Correctional Officer \$13.19. Annual Reviews: Brian Neumayer \$13.70; Carson Dinger \$13.70; Robert Olson \$16.22; Scott Sebring \$52,784; Jay Kelley \$13.70; Larry Jensen \$47,897.00.

Deputy States Attorney, Wm. Mark Kratochvil updated the board on an abandoned cemetery and a Hospital appeal.

### **COMMISSIONER'S OPEN DISCUSSION**

Commissioner Falken reported on a phone call regarding the Bruce Fire Department.

Commissioner Klavetter had no report.

Commissioner Negstad had no report.

Commissioner Larson reported on the Government Affairs meeting, the upcoming joint City/County meeting, and the Growth Partnership.

Commissioner Santema had no report.

Be it noted, the board members discussed space needs.

### **ADJOURNMENT**

There being no further business, Chairperson Santema declared the meeting adjourned until 8:30am Tuesday, January 15, 2008.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans With Disabilities Act.

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Krista Spence  
Deputy Auditor  
Brookings County Auditor's Office